

MSC EXEC's AGENDA SUMMER RETREAT JULY 13th, 2017

Hosted by Becky Krantz and Diane Anderson

Big Sky High School Library

Missoula, MT

10:00 – 10:30 Welcome / Thank you Becky and Diane for hosting the retreat!

Roll Call :

Sean Anderson __X__; Wendy Campbell __X__; Roberta Gebhardt __X__; Becky Krantz __X__;
Kelly Resig __X__; Anita Scheetz_online__; Debra Westrom __X__; Mark Wetherington __X__; Gavin Woltjer
__X__.

Outgoing Board Members: Jack Albrecht ____; Diane Anderson __X__; Sinda Puryer __X__; Kathy Robins
__X__.

MSL Reps: Tracy Cook __X__; Jemma Hazen __X__; Amy Marchwick __X__; Cara Orban __X__; Stephan __X__
Guests:

Gift for Sinda – thank you! A little gavel

Minutes from May 2nd, 2017 Online Exec Board Meeting –

Chair motions: Kathy motions to accept as read; Mark 2nd; no discussion; accepted

Minutes from May 3rd, 2017 Post Exec Board Meeting --

Chair motions to accept; Diane moves; Sean 2nd; no discussion – accepted as read

10:30 – 10:45 Election of Board Chair for July 2017 – June 2018

Kelly nominated; Kelly willing to serve

10:45 – 11:00 Content Management Committee update AND Contract language revisions –

Stephan – CMC not met since March but working on bylaws; have an outline – making more
concrete; snags – contract changes at MSC are a challenge for CMC so won't have for the Fall meeting but
hoping for the spring meeting; reasserted that not call for bylaws but guidelines so will have

Cara – copy of member contract; updates to contract and a suggestion; CMC not mentioned in the
member contract and have made changes in section 3 & 15 to included; discuss changes in section 3 & 15;
Roberta does the CMC maintain – nothing done since 2010 but working on now; Diane – data integrity, need
credibility from current software; chair motions to accept section 3; Wendy moves to accept Sean 2nd;
accepted as moved

Section 15 – motion to accept new language in section 15, paragraph 2 “documents maintained by
the CMC” and remove “proposed by Member Library librarians and are approved by the Members Council.
Wendy moves to accept as changed Kathy 2nd; Diane wonders about push back by larger libraries. Jemma
discuss that hasn't been changed in 2007 and don't want to do editing in the members meeting; Amy – all
large libraries have members on the CMC; Wendy – helpful to announce the members on the CMC and let
libraries know who is represented; Diane – important to know with library staff transition: Kathy not
concerned about not being represented and list is on the State Library website; Diane – concerned about
the ones who were on the ground floor and grew this as their “baby”; accepted as written

Section 13 & 14 – updated to reflect the move to SAS – changes reflecting the locally owned server
to SAS; Sinda – section 13 – added information first paragraph and deleted paragraph in the 2nd; Kathy –
really vague about down time – now scheduled down time instead of daily; Jemma – significantly less
aggregate down time, system upgrades and software upgrades; Stephan – is it appropriate?; Jemma and
Amy – gives us freedom to schedule down time; Becky – think it is worded correctly; Sean – need to say that
MSC does the scheduling; Kathy – shows that we have say; Becky – move it into the following sentence;
Wendy – agrees with Sean, down time is scheduled by MSC, important for our members to know that MSC
staff has control of scheduling and unease of releasing items to outside party; Sean move to accept

proposed language in 2nd in section 13; Wendy 2nd; Jemma – remove “now”: Sean – move to amend the language as discussed – “Downtime is scheduled by MSC staff administrators”; Roberta 2nd; accept the amendment; vote on amendment – accepted as amended

Section 14 – motion made to accept language as changed; moved by Wendy; Gavin 2nd; accepted

Section 17 – Jemma - clarifies language that changes appoint to elect; discussion that need to change calendar to fiscal; Becky – can we change to Spring meeting?; Wendy – annually elect new members; Anita – strike the second meeting; Roberta – not the bylaws; “Annually the Members Council will elect new members for an “Executive Board”” – suggested by Tracy; Kathy – purpose to allow members to know that members have a voice in electing members of the Executive Board; Mark – open seats; Tracy – “Annually the Members Council will elect members to open seats on the “Executive Board”. Roberta – motion to accept the changes to section 17 Gavin moved; Wendy 2nd; Gavin moved to accept the amended language that Tracy provided; Kelly 2nd; accepted

Section 20 – Cara – new bullet – written in light of fact of increasing number of libraries that are signing on to 3rd party services; intent not to discourage 3rd party usage, but set realistic expectations for time and staffing; staff time will be prioritized for the good of the whole; Amy – collection agencies that pull information that fines, items and circulations – CollectionHQ, Adelise similar but time and money to make work encourage to communicate with staff before sign up; Kathy – example?; Jemma – Montana Library to Go – lots of time to maintain but a large group of libraries use it so OK; Amy – ongoing things, Novelist; Sean – one take priority; Becky – is it actually bulleted; Jemma – no; “Consult with MSC staff before entering into contracts with vendor products that interact with the MSC system in order to assess the interoperability of the product. MSC staff are not responsible for ensuring third party interoperability with the MSC system. While MSC staff time is prioritized for projects that benefit the consortium as a whole, they will attempt to work with member libraries on individual projects. Stephan – assess; Sean – don’t want to discourage us from finding new products; Cara – language needs to be finessed to; Roberta – this is a member library responsibility; motion to accept the changes to Section 20, Gavin moved and Anita 2nd; amendment to accept the changed language Gavin moved and Diane 2nd; discussion; accepted; passed; discussion on motion as amended; passed

11:00 – 11:15 SaaS Migration Update

Amy – informative call with Sirsi for schedule to migrate – Sept 11th & 12th – they wanted to do it early; page on website; using Sirsi bridge – circulation will remain as close to normal as possible; check in and check out seems ok but holds for sharing groups?; before move trying to trim reports and unused policies; collapse user profiles that don’t have differences – don’t want to lose demographics; expanding from 5 to 7 user categories; address fields simplify; call if removing; auditing reports – some broke with the recent updates; auditing saved templates; report templates; have a complete backup; if not use in 6 months probably rebuild better; current project time line; clearing up old checkouts; new workflows addresses but look the same; Aug 25th is copy over and then test for 2 weeks before the changeover; Kathy – can we be part of the testing; Amy & Jemma – will check; Kathy – self check test would be nice; dates for lots to get done; MSC discuss list – check it;

11:15 – 11:30 Acquisitions Pilot Project update

Jemma – began with preprocessing with large libraries; ensure that acquisitions is working for those using it and more using it; takes a long time – 56 project hours in a year; participate in the project and grow together; Tracy reached out to libraries to participate; involves very intensive interviewing with Jemma and staff to create a standard for future ease; goal to configure something agnostic for all vendors; Gavin – timetable – significant time reduction; school involvement encouraged; pilot will set 2 standards – one for preprocessing and one for the regular processing; goal – save money, if all involved ability to purchase together; interest collaborative collections with popular materials; happening after the migration in the fall, configuration in the winter, members vote on the standards in the spring; Sean – what CMC roll? Stephan there as a representative

11:30 – 11:45 Membership Survey

Wendy – goal was to set this up before the retreat so we could have us take the survey before we give it to the members in the fall; can still do it and send out to have the feedback; few questions from

Stephan and Kathy from their committees – rest issues with director position open and cuts in funding – questions to membership related to this or just focus on work that will be done in cooperative cataloging and content; we are struggling to find a focus with all that is going on; Tracy – extremely sensitive to employees who are being laid off and job description – not open for 6 months or year; ideas for membership survey – Oct – send prior to meeting to share results; prior meeting did it at the meeting – to tell focus; online meeting in the fall; committees want to know – CMC – problems with workflows, obstacles, important steps to meet challenges, mentors – Kathy Adhoc – level of training, often scp, mentor, how often are they able to help, suggestions; Kathy – are you following the bullets that the ADHOC committee wanted to get from it – input on improving these areas; Becky – choices regarding the mentor questions; goals for us for the year to come; Stephan – how to make a better program; Becky – acquisitions; Jemma – library interested in purchasing cost breaks (how much), who vendors are with fill ins, whose purchasing from amazon and Costco and Walmart without requisitions; include a question about training and if attended – general training; Wendy – same question, what barriers still remain for accessing the training; Stephan – see progress; Tracy – surveys good for data

11:45 – 12:00 Break

Update member project list

12:00 - 1:30 Working lunch: MSC Director position and Board priorities / budget cuts and staffing needs discussion (with Tracy Cook)

Tracy – depressing discussion first – reality; state library budget as a whole and then development where MSC falls; strategic triangle – director position; details to advertise position; first round of layoffs in July and 2nd round in Aug; powerpoint – 2 bills impacted state library Hse 2 (doable) Senate bill 261 – not go through the normal process, public library lose funds – lose state aide 2 yrs – Aug 15th; resource sharing backfilled with coal severance taxes; library development – LSTA, MSC membership, gen fund – good this year for LSTA; 12 positions lost total; Kathy – endowment – long term; strategic triangle – entity needs all three legs to be successful – operational & administrative feasibility (time, money and people), substantively valuable (something that adds value), legitimate and politically sustainable (policy makers and funders) – so that – where are the gaps when hiring a new director – where and how do you think we make the biggest difference? Sean – is there a public component? Diane – lost our marketing person, so it will need to be something we learned;

MSC director – next step – gaps you seen not done now or past – coordinating membership meetings, logistics, communication, online protocol for next meeting, guidelines to site, networking with other consortia, re-negotiating Sirse Dynix contracts; negotiation, guiding and leading libraries through change and manages the expectations when it comes to change, cheerleader for other libraries to join MSC and staff; advocate for MSC, treat all libraries equally with excitement – people person working with big libraries to one person (communication skill), adept at communicating inside state govt and with others; conversant in technology/IT language and libraries, cultural fit with current people who work at MSC; information specialist and Cara would move into more of a directing role; sirsi dynix engineers – everybody; state library concerns if money used; If it kills Cara we will not do it; MSC Board can take on some of the communication pieces; innovative solution that could work timeline – next step is Tracy to talk to Jenny and Chris about logistics, rewrite the job profile in Aug, set salary and advertise in Sept, hire someone (MSC board and membership on the hiring committee), help with communication and logistics for online meeting

1:30 – 2:00 Break

2:00 – 2:15 Executive Board's Work Plan

Diane & Wendy – Wendy - chosen 3 or more things to inform our work on the MSC board; 2015-17 – identify avenues to improve communications – Mark puts bulleted meeting information, work plan on line, need to continue to communicate with the libraries to lessen the load on staff (continue), identify cooperative cataloguing practices (ADHOC committee and CMC), survey will continue in the cataloguing practices area, survey every other year and inform our work 2018-2020 workplan, need to update the workplan, identify interest in mobil circ (done)

- Diane – distribute information about login information; google acct that Diane created – can create and then get to someone to put on the state website – need another person to have as an email on the acct
- 2:15 – 2:45 MSC Strategic Plan - Review
- Jemma – talked about it in 2014; that plan is what we use to guide us; Diane – within the parameters so not overstepping; Kathy – review before spring to put to the membership; relevant, current, added/removed, newer targets; State Library framework and the State Library is now different; Roberta – for board and membership not staff; not on wired – LSTA has different plan and is on the website. Next Exec meeting – Sept Roberta, Gavin & Kelly look at 3 plans before then
- 2:45 – 3:15 MSC Online Fall Meeting 2017 logistics and planning
- Cara – regional participation hubs, need board member to organize in hubs, board together or at sites; we can have up to 20 – projector and screen, talk capability or typist; chat log collates; Anita – meeting face to face centrally located; pre-meeting like other online; need to get stuff out before the meeting. Need a list of ground rules; Go to training; projector, microphone, speakers, and someone willing to type; chat moderator tallies votes; short meeting; going to take a lot of legwork; need to get information out early and questions you might have; Wendy anxious about meeting early to work out bugs; Fall meeting ½ day; agenda – update on staff migration, contract changes, director position, membership survey, workplan, framework of the strategic plan (ad hoc committee in fall) for spring vote, survey questions should go out with the information for the meeting – first week in Oct; survey membership about times for the meeting 11-4; conversation about the day of the week; Gavin – these are the sites and you are attending here; roll call and want the number attending at each hub to be equitable; attendance goes between 60-80 about half of the members – it is in the contract to attend; start with 10 places + Helena; text already written: Jemma look at the meeting; sub-committee needs to get together to help; meeting date Oct 6th; guidelines at the beginning of the meeting to discuss online meeting etiquette; Mark will lead the discussion online
- 3:15 – 3:30 Announcements / comments
- Sinda – retreats – Annita couldn't come; do we need to make a rule or go to meeting; Cara – Section 3 of contract – appointed changed to elected; Roberta move, Gavin 2nd, approved; Roberta – thank you card from Jessie; photo
- 3:30 Adjourn – Wendy motioned to adjourn Gavin and Roberta 2nd. Accepted

Notes submitted by Deb Westrom